



is now hiring!

Recruiting Coordinator	
<b>Benefits:</b> Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.	<b>Salary range:</b> DOE <b>Employment status:</b> Contract / Temporary
<b>Description</b>	
Our healthcare practice group is currently seeking a detail-oriented, organized Recruiting Coordinator. The Recruiting Coordinator is responsible for attracting candidates by: sourcing experience in candidates utilizing job boards, Social Media, Job Fairs, creative search techniques, and headhunting/cold calling; research and generate lists of target candidates within established industries; manage on-line job posting strategy, including research into new job boards and websites; mine social networking databases for active and passive candidates; build targeted marketing campaigns to attract key talent; consistently evaluate new tools and technologies for internet research and candidate attraction.	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Partner with the managers and local resources on hard-to-fill technical positions.</li><li>• Creatively search for potential candidates, make initial contact to pre-qualify candidates and generate interest in the opportunity.</li><li>• Conduct market research to identify and present the most sought-after talent to the recruitment team.</li><li>• Build and maintain an on-going, proactive pipeline of candidates.</li><li>• Create and foster relationships with colleges and/or diverse detail oriented organizations to attract and recruit alumni and diversity candidates.</li><li>• Recruit a high volume of positions for fast paced and hard-to fill, unique positions.</li><li>• Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.</li><li>• Managing OFCCP compliance reports and onboarding.</li><li>• Pre-screen candidates to ensure minimum qualifications are being met.</li><li>• Maintain accurate and well-ordered documentation on all candidates and searches, ensuring all OFCCP compliance regulations are being met.</li></ul>	
If interested in this job opportunity, please apply today!	
<b>Requirements</b>	
<b>Minimum Requirements:</b>	
<ul style="list-style-type: none"><li>• Bachelor's degree from four-year college or university preferred or equivalent; High School Diploma or GED required.</li><li>• Must be very creative and able to do extensive research.</li><li>• Must be detail-oriented.</li><li>• Must be willing to cold-call prospective candidates.</li><li>• Experience working with an applicant tracking system; generating statistical and compliance reports required Sourcing experience required.</li><li>• Experience within the healthcare industry required.</li></ul>	
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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**